



Getting Started with Mailing Lists

What is a Mailing List?

One benefit of using e-mail is the ability to join electronic mailing lists. Electronic mailing lists serve as mail reflectors. Participants subscribe to a list and then all messages sent to that list are forwarded to those subscribed.

What is Majordomo?

Majordomo is one tool for automating the management of mailing lists. Commands are sent via e-mail to Majordomo to handle maintenance of the list. For example, users can subscribe to a list by sending an e-mail to Majordomo.

Important E-mail Addresses

Send Majordomo commands such as 'subscribe' to:

md@listserv.olemiss.edu
(or listserv@listserv.olemiss.edu)

Send list postings to:

listname@listserv.olemiss.edu

where listname is the name of your mailing list (e.g., umweb-l)

Send requests to create a new mailing list to :

assist@olemiss.edu

Be sure to include the name that you want to use and a brief message that explains the purpose of the mailing list. This message will be sent to individuals who subscribe to the list.

Subscribing & Unsubscribing

To subscribe to a UM mailing list send an e-mail message to md@listserv.olemiss.edu with the line:

subscribe listname

in the message body. Leave the subject fields blank. Once you are subscribed, you will receive copies of all messages that are posted to the mailing list.

To unsubscribe from a mailing list, send an e-mail message to md@listserv.olemiss.edu with the line:

unsubscribe listname

in the message body.

Basic Commands for Everyone

Listed below are some of the Majordomo commands which are available to all users. You can use these commands by sending an e-mail to md@listserv.olemiss.edu with the command in the message body.

subscribe list

Subscribe yourself to the named *list*.

unsubscribe list

Unsubscribe yourself from the named *list*.

which

Find out to which lists you are subscribed

who list

Retrieve the general introductory information for the named *list* and a list of those subscribed.

More about Mailing Lists

lists

Show the lists served by this Majordomo server.

help

Get a message showing all commands and their options.

Commands for List Owners

approve *passwd* *subscribe list e-mail_address*

This is so you can approve subscription actions that need approval by the list owner. Note that this is just a standard “subscribe” command prefixed with “approve *password*” (where you substitute the password for your list, which is listed above, for “*password*”).

approve *passwd* *unsubscribe list e-mail_address*

This is so that you can approve unsubscription actions that need approval by the list owner. Note that this is just a standard “unsubscribe” command prefixed with “approve *password*” (where you substitute the password for your list, which is listed above, for “*password*”).

passwd *list old_passwd new_passwd*

This is so you can change the password for your list, if you desire.

newintro *list password*

This is so that you can replace the information file that people get when they do “intro *list*” or “subscribe *list*.” It reads everything after the “newintro” command to end-of-message or the word “EOF” on a line by itself, as the new introduction for the list.

newinfo *list password*

This replaces the information file that people get when they do “info *list*.” (This file is also sent by “subscribe *list*” if the intro file does not exist.) This reads everything after the “newinfo” command to the end-of-message or the word “EOF” on a line by itself, as the new information for the list.

Difference Between Majordomo and Listserv

Up until July 1997, the University of Mississippi used Listserv to manage mailing lists; we now use Majordomo. There are several differences to note between the two. Majordomo uses “subscribe” and “unsubscribe” commands instead of the “sub” and “unsub” commands. Majordomo does not have the “rev” or “review” command. Majordomo uses the “who” command to find out who is on the list.

Majordomo FAQ

You can get an HTML version of Majordomo FAQ on the World Wide Web at:

<http://www.math.psu.edu/barr/majordomo-faq.html>

Academic Mailing Lists

To find out about academic mailing lists worldwide, connect to:

<http://www.n2h2.com/KOVACS>

For More Information

If you have comments, questions, suggestions or need help with a listserv, please e-mail assist@olemiss.edu.

Comments, Questions or Suggestions?
Contact the IT Helpdesk 232-5222 or
helpdesk@olemiss.edu